

**DRAFT
STATE OF NEVADA**

COMMUNITY SERVICES BLOCK GRANT

STATE PLAN AND APPLICATION

October 1, 2011 through September 30, 2013



Department of Health and Human Services
4126 Technology Way, Suite 100
Carson City, Nevada 89706

Mike Willden, Director

STATE OF NEVADA
CSBG STATE PLAN
OCTOBER 1, 2011 THROUGH SEPTEMBER 30, 2013
LETTER OF TRANSMITTAL

August 22, 2011

Dr. Yolanda Butler, Director
Office of Community Services
370 L'Enfant Promenade S.W., 5th Floor
Washington, D.C. 20447

Dear Dr. Butler:

Enclosed is the State of Nevada's two-year Community Service Block Grant (CSBG) State Plan covering FFY 2012 and 2013.

The following is the contact information for the Nevada CSBG program:

State Contact Person/Award Recipient:	Gary Gobelman, Grants Manager Department of Health and Human Services 4126 Technology Way, Suite 100 Carson City, NV 89706 Phone: (775) 684-3469 Fax: (775) 684 - 4010 E-mail: gobelman@dhhs.nv.gov
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If you have any questions regarding the State Plan, please contact me at the phone number listed above.

Sincerely,

Gary Gobelman
CSBG Grants Manager

**STATE OF NEVADA
COMMUNITY SERVICE BLOCK GRANT
STATE PLAN FOR FFY 2012 AND 2013**

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SECTION I – EXECUTIVE SUMMARY

A. CSBG STATE LEGISLATION

Nevada's CSBG statute is located in the Nevada Revised Statutes (NRS) at 428.355-375. The NRS outlines the basic policies for completing the state plan and the allocation of funding to the Community Action Agencies (CAAs) in the state.

B. DESIGNATION OF LEAD STATE AGENCY TO ADMINISTER THE CSBG PROGRAM

Nevada's Governor, Brian Sandoval, has designated the Department of Health and Human Services as the lead State agency to administer the CSBG program. The designation letter is located in Appendix A.

Lead Agency: Nevada Department of Health and Human Services
4126 Technology Way, Suite 100
Carson City, Nevada 89706

Director: Mike Willden

C. PUBLIC HEARING REQUIREMENTS

1. Public Inspection of State Plan:

The public was provided with an opportunity to comment on the State Plan through the following means:

- The State Plan Public Hearing Notice was emailed to each CSBG eligible entity on July 18, 2011. Public Hearing documents are located in Appendix B.
- Each CSBG eligible entity was requested to post the *Notice of Public Hearing*. The notice was also sent to fourteen other state, local government, and non-profit agencies.
- The draft State Plan was posted on the Department of Health and Human Services (DHHS) website.

2. Public Hearing:

- The public hearing was held in Carson City on August 3, 2011. A conference call in option was made available to CAAs and the general public.
- DHHS did/did not receive any public comments on the state plan.

3. Legislative Hearing:

The required legislative hearing was last held June 24, 2010 in Carson City before the State Legislature's Interim Finance Committee.

SECTION II – STATEMENT OF FEDERAL AND CSBG ASSURANCES

The signed federal and CSBG assurances are located in Appendix C.

SECTION III – STATE PLAN NARRATIVE

A. ADMINISTRATIVE STRUCTURE

1. State Administrative Agency:

The Department of Health and Human Services (DHHS), Grants Management Unit (GMU) is responsible for administering CSBG and seven other family service programs:

- Family Resource Centers – Statewide resource centers for family education, development, case management, and referral services.
- Differential Response – Grants to Family Resources Centers to respond to and resolve less severe reports of child abuse and neglect in coordination with state and county child protective services agencies.
- Children's Trust Fund – Grants to community organizations for child abuse prevention programs.
- Social Services Block Grant (SSBG) for Community Agencies – Grants to state agencies and community organizations for social services.
- Healthy Nevada Fund – Grants to community organizations using state Tobacco Settlement Funds to support health related projects focused on children, families, and disabled adults.
- Problem Gambling – Grants to community organizations for the prevention and treatment of problem gambling.

The Grants Management Unit (GMU) develops standard practices for administering grant programs, provides oversight and monitoring of grantees to ensure accountability, and provides technical assistance to community organizations to assist them in meeting grant requirements and achieving performance goals.

The state has established a Grants Management Advisory Committee (GMAC) in statute (NRS 232.383-387) consisting of local public, private, and non-profit representatives. Their role in the CSBG grant is to review

quarterly progress reports submitted by CAAs and provide DHHS staff with recommendations.

2. Eligible Entities and Funding Level for State Fiscal Year (SFY) 2010:

Table 1 provides a list of eligible CSBG entities, their county service areas, and the amount of funds awarded for SFY 2012 (July 1, 2011 – June 30, 2012). These amounts include Nevada's regular CSBG allocation and carry-over funds for the SFY 2011 grant year.

A State map showing the location of each county is included in Appendix D.

**TABLE 1
ELIGIBLE ENTITIES, COUNTY SERVICE AREAS, AND FUNDING LEVELS**

Eligible Entity	County Service Area	CSBG Funding Level	SFY 2011 Carry-over	Total
Carson City Health and Human Services	Carson City	\$126,210		
Churchill County Social Services	Churchill County	\$90,059		
Community Services Agency	Washoe County	\$605,791		
Consolidated Agencies of Human Services (CAHS)	Mineral and Esmeralda counties	\$63,813		
Douglas County Social Services	Douglas County	\$113,438		
Frontier Community Action Agency	Elko, Humboldt, Lander and Pershing counties	\$206,297		
Las Vegas Clark County Urban League	Clark County	\$1,731,048		
Lincoln County Social Services	Lincoln County	\$50,487		
Lyon County Human Services	Lyon County	\$117,720		
Nye County Health and Human Services	Nye County	\$121,430		
Storey County	Storey County	\$49,651		
White Pine County Social Services	White Pine and Eureka counties	\$81,056		
	Total	\$3,357,000		

B. DESCRIPTION OF DISTRIBUTION FORMULA FOR ELIGIBLE ENTITIES

The factors utilized to distribute funding to eligible entities are summarized below. The full description of the funding formula is located in Appendix E.

1. Distribution Formula:

Base Allocation: The base allocation ensures that all CAAs have a basic level of funding to forge community partnerships, provide services to low-income families, and to meet the CSBG administrative requirements.

Economic Distress Factor: The economic distress factor is based on the unemployment rate in each county. Based on data for May 2011 from the federal Bureau of Labor Statistics, Nevada had the highest unemployment rate in the country at 12.1%. According to data provided by the Nevada Department of Employment and Training, the county with the largest population in the state (Clark County) has an unemployment rate of 12.4% and the second largest county (Washoe County) has a 11.8% rate. Two rural counties have unemployment rates of 15.9% (Lyon County) and 14.7% (Nye County). Six other counties in the state have unemployment rates between 10% - 12%. In all, 96% of the state's population resides in a county that has an unemployment rate greater than 10%. The economic distress factor distributes CSBG funds to CAAs to assist them to develop and implement employment assistance, other employment related service programs, and strengthen community partnerships, particularly in the area of employment services.

Persons in Poverty 2009: The number of people below poverty in each county based on 2009 U.S. Census estimates are used as the final factor for distributing CSBG funds.

2. Restrictions:

Funds must be spent by each eligible entity in accordance with their approved Community Action Plan. Eligible entities are required to submit a program and budget amendment prior to making programmatic or budgetary changes.

3. Carry-over:

As part of the appropriation process for the past several years, Congress has overridden Section 675C of the CSBG Act and mandated states to allow unrestricted carry-over. Based on this continuing mandate, eligible entities in Nevada will be allowed to carry-over funds from one grant year to the next without restriction.

C. DESCRIPTION OF DISTRIBUTION AND USE OF RESTRICTED FUNDS

Table 1 on page 6 shows the planned distribution of funds for SFY 2012.

CSBG recipient agencies are required to submit a renewal application and plan every grant year. The application requirements will be organized around the goals and purposes contained in the federal CSBG Act and will include:

- A budget that categorizes programs and initiatives based on the family, community, and agency goals described in the CSBG Act;
- A detailed budget to support each program activity;
- A profile of the CAA's service area;
- Description of planned programs and initiatives, including targets;
- Annual agency goals for developing, expanding, and improving services;
- A list of agency funding sources;
- A needs assessment (requested every three years);
- A copy of all subrecipient agreements; and
- The agency's Board roster.

D. DESCRIPTION OF DISTRIBUTION AND USE OF DISCRETIONARY FUNDS

A maximum of 5% (equals \$175,000 in SFY 2012) of the federal CSBG allocation will be used for discretionary projects. DHHS will establish a discretionary spending plan prior to the start of each grant year and will review it with CAAs. Funds may be used to expand employment services, for training and technical assistance, statewide coordination, CAA capacity building, new or innovative programs, and for other special projects impacting low-income families.

Planned Projects for 2012

Employment Program Expansion <i>Funding to CAAs to support the expansion of employment services</i>	\$141,000
Special Technical Assistance for CAAs <i>Special technical assistance for CAAs that need Board training and development.</i>	\$ 15,000
Evidence Based Employment Practices Workshop <i>CAA workshop to review the results of an evidence based practices analysis conducted in the spring and summer of 2011 and discuss implementation of key findings.</i>	\$ 3,000
CSBG ROMA Online Database <i>Expansion of the online ROMA report templates for CAAs</i>	\$ 6,000
Case Management Training <i>Case management training for CAA case managers</i>	\$ 6,000
Tripartite Board Training <i>Training and implementation of tripartite board guidelines developed by the Nevada Community Action Association</i>	\$ 4,000
Total	\$175,000

E. DESCRIPTION OF USE OF ADMINISTRATIVE EXPENSES

A maximum of five (5) percent (equals \$175,000 in SFY 2012) of Nevada's total allocation will be expended for administration of the CSBG program by DHHS. These funds pay for a lead grants manager and a portion of the salary expenses of other positions in the agency working in support of the CSBG program including a supervisor, fiscal support, and administrative assistant.

TABLE 2
PLANNED ADMINISTRATIVE EXPENSES – SFY 2012

Category	Amount
Personnel	\$107,158
Operating	\$47,865
In-State Travel	\$1,691
Out of State Travel	\$3,390
Information Technology	\$618
Total	\$160,131

F. STATE COMMUNITY SERVICE PROGRAM IMPLEMENTATION

1. Service Delivery System:

Nevada has twelve Community Action Agencies. Four are non-profits; the other eight are county governments. The two largest counties, which have 88% of the state's poverty population, are served by non-profit community action agencies. The rural areas are served by two non-profits and eight county governments. In many rural counties, there are few non-profit agencies and most are very small and focused on providing a single program or service. County governments have assumed the role of CAAs in most of the rural areas of the state based on their ability to coordinate and deliver services to county residents.

The service delivery system consists of two basic parts: a broad range of services to families to assist them to achieve self-sufficiency and efforts to form partnerships with business, non-profit, and governmental entities to address community poverty issues. The scope of family services provided by each agency varies based on the size of the community, the types of other non-profit partners working in the community, and the resources available to the agency.

CAAs play a lead role in their communities providing employment assistance to unemployed and underemployed adults. Employment assistance consists of a package services that are customized and bundled together to help individuals find and maintain employment. Specific services that an individual may receive include:

- An assessment of work barriers;
- An individualized plan for securing employment;

- Referral to income and benefit assistance programs to stabilize family income;
- Other referrals to address individual family needs;
- General work readiness skills training such as resume writing and interviewing;
- Direct assistance to address immediate needs such as food or transportation;
- Purchase of work readiness items such as work boots or uniforms if required by the employer; and
- Post-employment follow-up with the employee to check if any additional assistance is needed.

CAAs coordinate services with other employment service providers in order to maximize the level of service provided to individuals and effectively use the limited amount of resources available in the community.

Employment assistance is the core service provided by most CAAs. A second category of services provided by CAAs are services that are designed to stabilize and support individuals and families who are facing economic hardship due to loss of unemployment, homelessness, or other issues that result in limited inadequate income. These services include emergency assistance such as temporary rental or utility assistance, medical assistance or prescriptions, food assistance, childcare assistance, along with a comprehensive set of referrals to address needs that the CAA cannot directly provide.

A third category of services includes specific programs that CAAs manage based on community needs assessments, the availability of funding opportunities, and the capacity of the agency. Some examples of these services are prison re-entry, youth mentoring, and Earned Income Tax Assistance (EITC).

The table on page 12 presents the matrix of services provided by each CAA for 2012.

Other important elements of the service delivery system include the additional federal, state, and local funding sources that CAAs manage, coordination of services with other organizations to assist individuals achieve the best outcomes, and coalition building activities that CAAs are involved in to address poverty issues on a community-wide basis.

CAAs use other state, federal and local funding sources in combination with CSBG to support the range of programs that are offered by the agency. In the annual CSBG report for 2010, the statewide average for leveraging other funding sources with CSBG funding was three dollars of other funding sources for every dollar of CSBG funds invested in CAAs.

An often overlooked aspect of CAA service delivery is the intricate and extensive network of coordination that exists with other partner organizations in order to serve individuals. The needs of each family are unique and require a customized plan for working with community resources in order to address family needs. CAAs play an integral role in managing the referral and service connections with other organizations on a family by family basis to improve family self-sufficiency.

On the larger community scale, CAAs engage in partnerships with other local and state organizations, local businesses, and faith-based organizations to assess the needs of low-income families, establish priorities, develop collaborative strategies, and partner on service delivery. In most communities, CAAs participate as leaders or key partners in human services coalitions that are working to improve the community response to poverty. An indicator of the extent of the partnering that is occurring can be found in the 2010 annual CSBG report in which the twelve CAAs reported that they were engaged in 351 key partnerships with other public, private, and non-profit organizations.

2. Linkages:

Each CAA operates an intake system that assesses individual and family needs and identifies state and local services that can assist families to remove barriers to self-sufficiency. CAAs have developed a network of relationships with state agencies, local government agencies, non-profits, faith-based organizations, and local businesses to coordinate and deliver services to individuals and families. CAAs work on strengthening and expanding these partnerships from year to year as they add new services, increase proficiency in serving individuals and families, and participate in community coalitions. Most of the CAAs in the state (CAAs located in areas comprising more than 95% of the state's poverty population) provide case management to individuals and families to assist them to address immediate needs as well as develop and achieve goals for attaining self-sufficiency. In most instances, case management involves coordinating services with multiple partner agencies.

Community Action Agency Service Matrix 2012

X = CSBG Funded Service
O = Non-CSBG Funded Service

SERVICES	CAHS (Mineral & Esmeralda Co.)	Carson City Health & Human Services (Carson City)	Churchill Co. Social Services (Churchill Co.)	Community Services Agency (Washoe Co.)	Douglas County Social Services (Douglas Co.)	Frontier CAA (Elko, Humboldt, Lander, & Pershing Co.)	Las Vegas Urban League (Clark Co.)	Lincoln County Human Services (Lincoln Co.)	Lyon County Human Services (Lyon Co.)	Nye County Health and Human Services (Nye Co.)	Storey County	White Pine County Social Services (White Pine & Eureka Co.)
Afterschool Childcare							O			X	X	X
Childcare Subsidy			O				O		O			
Computer Access for Low-income individuals												
Dental Services						X						
Drug Abuse Prevention												X
Earned Income Tax Credit (EITC)				O								
Emergency Services	X	X	O	X	O	X	O	X	O	X		X
Employment Assistance – Adults		X	X	X	X	X	X		X	X	X	X
Employment Assistance – Youth				O						X		
Energy Assistance				O								
Family Development/Case Management	O	X	X	X	O	X	X	X	O			
Family Mentoring					X							
Financial Literacy							O					X
Head Start				X								
Home Repair							O					
Housing Assistance		X	O						O			
Literacy Education							X					
Mentoring at Risk Youth	O		O				X		O			
Nutrition Services – Families	O		X			X		X				
Nutrition Services – Seniors							X	O		X		X
Nutrition Services – Disabled Adults								X				
Prison Re-entry							O		O			
Employment												
Senior Center Wellness							X					
Tenant Based Rental Assistance	O	O	O						O			
Transportation		O					X					X
Victim Support Counseling		O					X					
Weatherization				X			O					
Women, Infants, and Children (WIC)	O	O					O		O			

3. Coordination with Other Public and Private Resources:

CSBG funding is integrated with a number of different federal, state, and local resources within each CSBG agency. In SFY 2010 (the most recent reporting period), CAAs received more than \$7 million in CSBG and ARRA funding and leveraged these funds with more than \$22 million in other federal, state, local and private resources to provide services to low-income families. CSBG is the key source of funding that is used by CAAs to link these resources together to accomplish the larger mission of assisting families and communities to achieve greater levels of economic self-sufficiency.

CAAs are involved in both broad human service coalitions as well as specialized coalitions focused on issues such as homelessness, housing, and mental health. These coalitions provide a forum for CAAs to advocate for improved community strategies for addressing poverty and also work to ensure that there is greater coordination of the resources that are available to address the needs of low-income families. In many areas throughout the state, CAAs lead the coalitions and are involved with other non-profits, business representatives, and local government representatives in prioritizing the needs of low-income families, developing community strategies, and monitoring progress.

CAAs are also involved in coordination activities with other local service providers to maximize outcomes for low-income families. These types of partnerships are determined by local needs and resources. The most common services that are coordinated at the local level by CAAs and other public and non-profit organizations are employment, case management, housing, food assistance, and information and referral.

3. Innovative Community and Neighborhood-based Initiatives:

One of the most innovative features of CAAs and the CSBG program is the flexibility to design programs that respond to the needs of low-income families. CSBG can be used for a broad range of services and is not bound by the often restrictive eligibility and service delivery requirements associated with categorical grants. This enables CAAs to develop customized services to more directly respond to the needs of low-income individuals.

Another innovative feature of CAAs is their grassroots orientation in the community. CAA offices are located in areas that are accessible to the low-income target population. CAAs are focused on more than providing services; they look at individuals holistically and develop relationships with the people they assist. In Nevada, we are seeing CAAs increasingly move

toward a more client centered service delivery system, with CAAs attempting to design self-sufficiency plans based on goals identified by the client.

CAAs create and manage several layers of partnerships centered around clients, programs, and coalitions focused on improving community efforts to bridge gaps in services to low-income families. The intense level of partnering creates opportunities among partners to look for innovative solutions.

Nevada adopted Strategic Planning Guidelines in 2011. The guidelines are an initial attempt to tie together the programs and activities that CAAs are engaged in, with the goals of CSBG to move families toward self-sufficiency, strengthen the community response to poverty, and build agency capacity. The guidelines provide a framework for establishing agency initiatives in each of these goal areas and measuring progress.

5. Community Needs Assessments:

CAAs are required to complete a community needs assessment every three years and submit a summary of the results with their annual CSBG application. At a minimum, CAAs will use a standard statewide template to survey low-income families regarding their needs. (CAAs are permitted to modify the template with prior approval.) CAAs may conduct additional needs assessment activities in conjunction with the standard statewide survey form.

6. Tripartite Boards:

Nevada has developed a policy document entitled *Tripartite Board Standards and Guidelines for Public Organizations* that is based on the tripartite board requirements established in Section 676B of the CSBG Act and the federal Office of Community Services' IM #82. Nevada's tripartite board standards and guidelines set forth the minimum standards that all agencies must follow in establishing and maintaining tripartite boards. As required under the CSBG Act, the tripartite board standards include a provision for low-income individuals and their representatives, community organizations, and religious organizations to petition the board for adequate representation on the board. Compliance with the tripartite board standards is verified through a review of board bylaws and meeting minutes as part of the state's monitoring process.

The State CSBG Office and the Nevada Community Action Association work together to provide board training and development assistance to CAAs that are experiencing difficulty meeting the requirements or are working to strengthen their boards.

7. Programmatic Assurances:

This section outlines how Nevada will carry out the specific assurances referenced in the State Plan requirements established by the federal Office of Community Services.

ASSURANCE 676 (b)(1)

Funds made available through this grant or allotment will be used:

4. To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
 - (I) Remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (II) Secure and retain meaningful employment;
 - (III) Attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (IV) Make better use of available income;
 - (V) Obtain and maintain adequate housing and a suitable living environment;
 - (VI) Obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (VII) Achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
- (2) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and (3) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts).

Plan for Carrying Out Assurance 676(b)(1):

The primary way that CAAs meet this requirement is through their client intake and assessment process which is design to screen and refer individuals and families to resources that can assist them to improve financial self-sufficiency and address other family need areas. CAAs provide case management to individuals that require a more sustained level of assistance. Case management plans typically include a comprehensive assessment, goal setting, information and referral to other resources, placement into one or more agency programs, and periodic meetings with the individual to review progress and adjust goals.

Assurance 676(b)(4)

Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Plan for Carrying Out Assurance 676(b)(4):

CAAs operate as one of the main intake sites in the community for low-income families to access services. The intake and referral process includes linking families in need of emergency services with resources in the community, including CAA managed emergency services. CAAs are involved in providing one or more emergency services to stabilize families in crisis and either directly provide food assistance or have formed partnerships with food assistance agencies in the community.

CAAs attempt to identify the underlying conditions that have created the need for an individual or family to seek emergency assistance. CAAs provide advice and referral assistance to individuals and families in crisis in an effort to address their immediate needs, stabilize the situation over the short-term, and provide an opportunity for the family to pursue a longer term strategy of increasing self-sufficiency.

Assurance 676(b)(5)
The eligible entities in the State will coordinate, and establish linkages between, governmental and other social service programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

Plan for Carrying Out Assurance 676(b)(5):

CAAs participate in community human service coalitions and specialized partnerships with other service organizations to address identified community needs such as unemployment, homelessness, mental health issues and drug abuse. Partnership building is an on-going activity of CAAs and the linkage between CAAs and the public, private, and non-profit networks in each community is extensive.

CAAs also coordinate services with other state and local organizations through cross-referral, case coordination, and resource leveraging. CAA tripartite boards are also instrumental in creating linkages with other organizations through their public and private sector board representatives.

The State CSBG Office, along with the Nevada Community Action Association, has made a major commitment to strengthen the capacity of CAAs to provide employment assistance to individuals impacted by the state's continuing record high unemployment levels. CAAs are actively involved in strengthening and coordinating employment assistance programs in their community. CAAs have developed formal and informal relationships with other service providers to organize the employment service delivery system to eliminate duplication and increase the efficiency of the system to assess, train, and place individuals into jobs.

Assurance 676(b)(6)
The State will ensure coordination between anti-poverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to low-income home energy assistance) are conducted in such communities.

Plan for Carrying Out 676(b)(6):

CSBG entities serve as the one of the official local intake sites for the state Energy Assistance Program or automatically screen and refer clients to energy assistance programs as part of the intake process.

Assurance 676(b)(9)

The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the community and members of groups served by the State, including religious organizations, charitable groups, and community organizations.

Plan for Carrying Out Assurance 676(b)(9):

Refer to comments under "linkages" on page 11 and the Plan for Carrying Out Assurance 676(b)(5) described above.

G. Fiscal Controls and Monitoring

1. State Program Monitoring:

CAAs are monitored at least once every three years. Agencies may be monitored more frequently if they receive a large amount of funds, are experiencing special issues or problems, or have experienced turnover in key positions. Any newly designated agency will receive a site visit within three months following their first year of operation. Following the monitoring, agencies are requested to submit a written plan to correct any deficiencies identified during the visit. Follow-up reviews are conducted, as necessary, if there are significant issues that require follow-up verification.

The following is a three-year plan for the completion of program and fiscal monitorings:

Agency	Program Monitoring			Fiscal Monitoring		
	SFY 12	SFY 13	SFY 14	SFY 12	SFY 13	SFY 14
Carson City Health and Human Services	X			X		
Churchill County Social Services	X					X
Community Services Agency (CSA)			X		X	
Consolidated Agencies of Human Services (CAHS)		X			X	
Douglas County Social Services			X	X		
Frontier Community Action Agency			X	X		
Lincoln County Human Services			X	X		
Lyon County Human Services		X				X
Nye County Health and Human Services		X				X
Storey County		X			X	
Urban League, Las Vegas – Clark County		X			X	
White Pine County Social Services			X	X		

CAAs are required to submit annual audits to the state CSBG Office. Any CAA with significant audit findings will be treated as high risk and will be subject to grant conditions focused on safeguarding CSBG funds and resolving the identified problem. The State CSBG Office will provide additional monitoring until the issue has been fully resolved.

All agencies are required to submit a quarterly Results Oriented Management and Accountability (ROMA) report, which will be reviewed to verify that agencies are providing the planned services in their application and tracking client outcomes using the required ROMA reporting system.

2. Corrective Action, Termination and Reduction of Funding:

There are three levels of corrective action that are used to resolve issues of non-compliance with CSBG requirements. The first level involves **technical corrective actions** that are provided to agencies as a result of program and fiscal monitoring. The agency is given a due date for completing the corrective actions and notifying DHHS of the completion.

The second level is **special conditions** which are attached to the agency's grant award. The conditions typically involve fiscal, board, or programmatic deficiencies that potentially place the agency at risk, such as the need for board training and development and stronger internal controls. Special conditions are attached to the agency's grant award and must be resolved by the due date indicated on the award.

The third level is a **quality improvement plan (QIP)** which is issued by DHHS when an agency is faced with issues that potentially jeopardize its ability to serve its customers and/or meet the basic grant requirements. Any CAA that receives a QIP is designated as high risk. The QIP process is also used in cases where a CAA fails to address special conditions. The QIP process is administered consistent with *Section 678C of the CSBG Act* and Information Memorandum #116 issued by the federal Office of Community Services.

3. Fiscal Controls, Audits, and Withholding:

The State CSBG Office utilizes state mandated fiscal controls and procedures to ensure the proper accounting of CSBG funds. All awards are routed to the DHHS fiscal unit to ensure that there is adequate budget authority for the award.

CAA submit financial status reports and requests for funds that are approved and tracked by the State CSBG Grant Manager and DHHS fiscal staff prior to payment. All financial status reports submitted by CAAs must include a detailed transaction list that includes the date of the expenditure, purpose and check number. All expenditures must tie back

to the approved budget. Payments are not processed until the transaction list has been approved.

Each non-profit and local government CAA entity is required to complete an annual A-133 financial audit or a financial statement if their federal revenues are below the amount required for a Single Audit.

The State of Nevada, Department of Health and Human Services is subject to the Single Audit Act. The last annual audit was completed February 2007 for the period July 1, 2005 through June 30, 2006.

Fiscal monitoring is performed at least once every three years. More frequent reviews may be performed if the DHHS risk assessment reveals that there are fiscal compliance issues. The focus of fiscal monitoring is to ensure that funds are being spent in accordance with the approved grant and the agency has an adequate system of internal controls and fiscal management. Transaction testing is also performed in order to verify that proper back-up is being maintained and expenses have been billed appropriately.

4. Other Assurances:

- a) Federal Investigations: The state CSBG Office will make program records available to the Secretary and the Comptroller General upon request.
- b) Funding Reductions and Terminations: A public hearing will be held prior to reducing the proportional share of funding to any eligible entity.
- c) Petitions for Representation on Tripartite Boards: The State Office has adopted a policy requirements for tripartite boards to accept petitions from low-income individuals and community organizations that feel they are under-represented on the board.

H. Accountability and Reporting Requirements

1. Results Oriented Management and Accountability (ROMA):

Nevada has implemented the ROMA National Performance Indicators and all CAAs are using these indicators to report program and agency performance.

2. Annual Report:

The 2010 annual report for the period July 1, 2009 through June 30, 2010 is located in Appendix F.